

**2006 WorkFirst Local Comprehensive Evaluation (CE) Plan
White Center Local Planning Area**

Fully describe your local CE process by answering the following list of questions based on the CE Standards. You may want to include a flow chart of your local process.

1. *Please list the local DSHS, ESD and CTC agency partners that will be participating in the CE process in your local area (i.e. specific CSO(s), WorkSource site(s) and CTC(s)).*
 - White Center Community Service Office
 - White Center ESD/WorkFirst
 - South Seattle Community College
2. *Describe how child care and needed support services will be handled at the time of application (Positive Prevention Services) to help ensure that parents can participate in the CE process without delay.*
 - A WFPS is posted at the front counter during business hours. This WFPS will screen all TANF applications for potential for Positive Prevention, such as DCA. If it appears the family could benefit from DCA, their application will be processed immediately.
 - Most other applicants will be interviewed within 5 days of the day they apply.
 - Applicants needing childcare to maintain employment, complete the CE process, or for ongoing participation will be treated as emergent childcare applications and will be processed as soon as all information is available. For those needing childcare for the CE process, the childcare will be authorized for 2 weeks of part-time.
 - The case manager will authorize transportation assistance and other support services as needed.
3. *Describe where each of the CE elements -- listed above and in the standards -- will be conducted (e.g. CSO, WorkSource, college, other).*
 - Applications for TANF are accepted and processed in the White Center CSO where the initial interviews, screening and evaluation are conducted. The case manager will refer the applicant to White Center ESD/WorkFirst Office for the CE process or to a CSO social worker if an urgent issue is identified.
 - CASAS, Choices and the individual feedback sessions will be held at White Center ESD/WorkFirst Office with the parent returning to the DSHS Case Manager for finalization of the individual plan and writing of the IRP.

4. *Describe how each element of the CE will be conducted (e.g. individual interview, group process, group or individual testing etc.)*
 - The initial interview, screening and evaluation will be conducted individually. The parent is then referred to the CE process at ESD/WorkFirst.
 - At ESD/WorkFirst South Seattle Community College staff will administer CASAS, followed by ESD job counselors administering the Work Skills Assessment. Both are administered in groups.
 - The individual feedback sessions are held with a representative from South Seattle Community College and an ESD employment counselor. South Seattle Community College will act as an honest broker for all CTC programs.
 - ESD will utilize Choices to assess both work skills and labor market information. The colleges administer the COMPASS tool after a parent is referred for training. This is administered on the college campus after referral.
5. *Describe how your local CE process will meet the completion time frame standards (an average of 10 work days to complete CE and no more than 30 calendar days from TANF application to participation in a pathway activity).*
 - The initial eligibility interview and Foundation Evaluation are conducted daily at the CSO with appointments scheduled at 9:00 a.m. and 10:30 a.m. The parent is then scheduled for the CE process at ESD/WorkFirst, generally within 2-4 days of application. The parent will also be scheduled a time to return to see the case manager for finalization of a plan, generally within 7 days to allow for one reschedule and the feedback session.
 - The CASAS and Choices portion of the CE process are offered three times per week (Monday morning, Tuesday afternoon, and Thursday morning). After completion of Choices and CASAS, the parent will be scheduled a return appointment within 2 work days to receive the feedback from college advisors and ESD employment counselors. At the end, the parent will be instructed to keep their appointment with the case manager. The results and options will be recorded in EJAS by the college counselors. ESD employment counselors will complete and record the employment plan along with recommendations in EJAS. The CASAS is administered by South Seattle Community College, with Renton Technical College and Highline Community Colleges acting as backups.
 - If an urgent issue is identified by the case manager, the parent will be referred to a social worker for a social service assessment on the same day if possible. The parent will also be referred to the CE process at the same time unless the issue is very severe. If the parent was not referred to CE, the social worker will make a determination of what services are needed and monitor progress. The social worker will refer the parent to the CE process as soon as possible. The social service supervisor monitors cases for appropriateness and progress.

6. *Does your local area intend to include “enhancements” to the CE process beyond the required minimum standards (i.e. Family Literacy, soft skills, Dependable Strengths)? If yes, please describe your plans.*
- At the time the IRP is developed with the parent, the case manager has the option of referring the individual to contract providers to enhance their ability to participate effectively. Parents who are ready for job search may be referred to a workshop entitled Transitions. This is a 4 week program provided by South Seattle Community College, Renton Technical College, Highline Community College, and ESD. Parents may attend some or all of the weeks of this workshop. It is designed to be motivational and is aimed at people getting to work. One week of the program is Dependable Strengths.
7. *Describe how line staff will communicate and coordinate during the CE process.*
- A case staffing will be held if there is a difference of opinion about the most appropriate pathway. Having a joint feedback session will minimize disagreements.
 - A shared electronic calendar will be created so that CSO staff, college staff, and ESD staff can all access it if parents need to be rescheduled.
 - Because all elements of the CE process will be in the White Center CSO and co-located ESD office, communication is very easy.
8. *How will your local partnership pro-actively address challenges during CE start-up and on-going phases?*
- The White Center LPA communicates issues by telephone, e-mail, and in person. An LPA meeting is held monthly. The LPA is prepared to hold additional meetings during the CE implementation period to make sure the process goes smoothly, and to make adjustments as needed.

Signatures:

CSO Administrator: _____

WorkSource Administrator: _____

College Representative: _____

Community Jobs Director: _____